

SECRET

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DRAFT

7 January 1960

ALTERNATE VERSION

## 8. DISPOSITION

a. The records discipline of a division, branch or station is apparent in two main ways: the effective maintenance of records of current operations and the disposition of obsolete and sterile papers which require space and manpower for maintenance and are potential security problems in the field.

b. The CS is required to maintain in its central collection one retrievable record copy of documents (regardless of source) containing or summarizing pertinent details of information which:

(1) Are of value as a central record of the CS -- Chapter I, para. 1.a. of this Handbook, and/or

(2) Must be retained for legal records purposes because the information:

(a) Is derogatory on clearly identified individuals of security interest to the U.S.

(b) Relates to individuals controlled by the CS (ranging from informants to staff employees) with respect to status, health, job performance, function, etc.

(c) May be useful as evidence of oral or written contracts, commitments or other obligations whether with respect to individuals or organizations.

(d) Concerns occurrences in connection with which there may be a future claim by or against the U.S.

(e) Concerns dissolution of projects, especially as may bear on holdover ties with individuals or organizations or the management of vestigial project affairs.

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(f) Concerns occurrences of general historical significance or of lasting interest with regard to tradecraft or lore of the CS.

c. The record copy is held in headquarters and consists of: (1) The original of incoming and the first carbon (yellow) copy of outgoing correspondence, (2) The copy of cables (IN or OUT) marked "CS Record Copy" and (3) The first carbon copy of headquarters internal memoranda containing pertinent information on which the originator should indicate the proper file code number. Likewise, other documents from whatever source received in the CS containing information identified in para. b. above should be integrated into the CS file system following established procedures.

d. If the CS record copy of a document contains no information of later retrieval value, it will be marked for destruction, after all necessary action has been completed, by a Records Officer of the action component and destroyed in accordance with existing procedures. Other non-record copies, after serving the initial use, should be disposed of in accordance with the criteria in Annex \_\_\_\_.

e. KAPOK, RYBAT and TOP SECRET documents are subject to the same standards of maintenance and disposition, except that TOP SECRET documents must be processed in accordance with [redacted] The CS record copy of KAPOK and RYBAT material may be retained while the information therein is too sensitive for normal handling outside of the responsible division or staff; thereafter such documents should be desensitized and integrated into the official CS files or destroyed if value has ceased.

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f. Auxiliary Paper Holdings at Headquarters. All paper holdings not identified in para. b. above should be processed by the holding component in accordance with "Disposition Guide for Auxiliary Paper Holdings" - Annex \_\_\_\_\_. The CS Records Management Program seeks to limit auxiliary holdings to truly useful and manageable proportions. *Suppl?*

g. In the Field --

(1) Chiefs of stations and bases are responsible for keeping their paper collection down to useful and manageable size and to avoid the use of manpower in unnecessarily duplicating the central records collections and retrieval procedures at headquarters. The latter is prepared to reproduce and make available documents integrated into the CS records system which are not available in the field.

(2) Field files are preponderantly auxiliary holdings which may be destroyed in the field without further authority from headquarters when no longer required for field operational purposes. Files *older* should be cut-off periodically as volume reaches approximately one inch. Thus, the older material is segregated to facilitate screening and disposition. *Suppl? ?*  
When material no longer has current information value it may be destroyed even though it may have been indexed. A simple record or list of destroyed files should be maintained. When index cards are found in current name trace work that refer to such files, the cards should be removed or amended with an appropriate notation.

(3) Needs for local name checks or other field activities identified in Chapter I, para. 4.d. of this Handbook may vary between stations and bases so that only general disposition guidance is appropriate. Such

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guidance is found in Annex \_\_\_ entitled, "Field Records Disposition Guide". At the time project, personality (201) or other operational files are screened for destruction, a copy of the documents identified in para. b. above will be extracted from the file and sent to headquarters, unless this has already been accomplished.

(4) Filing Equipment -- Requests for additional filing equipment will normally be limited to newly established stations or bases. Requirements for safes for replacement or for new activities at older stations can usually be met by disposal of obsolete files on older activities.

Station  
(5) Records Management, Report of -- A brief annual report will be submitted through channels to the CS Records Management Officer at headquarters prior to 31 July, covering the period ending 30 June. Such reports will include total footage (cubic feet) of files, and the types and number of filing equipment on hand at the start and end of the reporting period. Significant records management accomplishments and developments at the installation for the past year will also be included.

*Is this enough?*

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S H A D O W   F I L E

(Extra copies of documents held temporarily for convenience which duplicate in part the official CS files on similar subjects held by other elements of the CS.)

INSTRUCTIONS

1. Place this sheet on left side inner cover of all Shadow Files.

2. Remove all record copies from this file --

Record copies are the original of incoming and the first carbon copy of outgoing dispatches or memoranda and the record copy of cables that are pertinent to the CS mission.

3. Only extra copies may be held in Shadow Files. Do not file any CS record copies herein, but send same to the official CS file.

4. One copy of any non-CS documents pertinent to the CS mission should be routed to  for proper classification and filing in the official CS file.

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5. This file should be destroyed when no longer required by holding branch. It need not be retired since the official file will serve future record purposes.

DISPOSITION GUIDE FOR AUXILIARY PAPER HOLDINGS

(These holdings consist of material held outside ☐ -- normally in blue colored or labeled folders -- which are not centrally controlled as part of the CS records system because the papers:

- Do not meet the criteria for central recording and control, (Chapters I and III of Handbook),
- Are extra (non-record) copies maintained for temporary easy reference, or
- May be controlled centrally for administrative or management purposes; not because of the *what does this mean?* substantive content.) *Document Controls*

PART I - ANCILLARY OPERATIONAL FILES

File Series (Note #1)	Screen periodically to purge duplicate, obsolete or superseded materials	General Instruction			Special Instructions
		Hold for (maximum)	Destroy	Retire to RC (Note #3)	
1. Auxiliary Indices (Ch. I, para. 4.e. of Handbook)					
Glossified Directories, Registers, Lists, (Bipartite, trade or credit lists, etc.)	x	Note #2	x, or	x	
Machine Listings (CI, orbit travellers, 201s, etc.)	x	Note #2	x		Destroy as replaced.
2. Background Material (outside CS record system) (Ch. I, para. 4.d. of Handbook)					
Biographic (non-201) (cards, folders, category cards)	x	Active life	x, or	x	Open IDW or 201 file if case is of general CS interest.
Organization & Groups (labor, CP front, etc.)	x	Active life	x, or	x	Open official file if case is of general CS interest.
Photographic Files (personalities, areas, installations, etc.)	x	Note #2	x, or	x	Send material of long range interest to OCR/GR or retire with 201, project or subject file. <i>using 10 and 16 RC?</i>
Subject Files (Economic, cultural, geographic, etc.)	x	Note #2	x, or	x	Do not duplicate collections in OCR; retire collections of future potential use, destroy others.
3. Chrono Files (extra copies)					
Cables		1 year	x		Insure that all record copies of pertinent documents are integrated into official CS file system.
Dispatches		3 years	x		
Memoenda		2 years	x		
Other Papers, includes non-CS material (see also Reports Files, 9, below)		1 year	x		
4. Cryptic Reference Files	x	Active life		x	<input type="checkbox"/> maintains non-sensitive cryptos.
5. Document Controls		Note #2	x		See governing regulations on TS and other material.
6. Meetings, Minutes and Records of	x	Note #2	x		Integrate pertinent information into official CS file system.
7. Operational Support and administration, routine, (S&T dispatches), includes papers bearing on operational matters which need not be integrated into the official CS file system.		2 years	x, or	x	Papers held in excess of two years should be limited to justifiable exceptions with fixed additional time limit.
8. Publications and Issuances, CIA and CS					
Regulatory	x	Note #2	x		OCR is permanent repository for CIA publications and documents; is repository for CS publications copies available upon request.
Non-Regulatory	x	3 years	x		Div or Staff issuances should be destroyed or retired to RC when not required.
9. Reports Files					
Background & Reference	x	Note #2	x		FI <input type="checkbox"/> provides supplemental guidance on maintenance and disposition.
Biographic Information	x	Note #2	x		Retain only currently useful material; use OCR facilities.
Field/Raw/Reports, includes RRs		1 year	x		Usually duplicates other files and should be destroyed when not needed.
CS Disseminations		1 year	x		Pertinent information should be integrated into CS filing system.
Evaluations & Comments		2 years	x		OCR is permanent repository of all CS disseminations, except CSOI which are held by CI/R&A; copies of both available upon request. Production section of project files should be cut-off upon renewal and disseminations destroyed. <i>Has OCR covered in this?</i>
Requirements & Collection Guides	x	Note #2	x		FI <input type="checkbox"/> maintains records of evaluations, requirements and source information.
Source Information		Note #2	x		Duplicates other files.
10. Shadow Files (Held by subject in cases of multiple branch interest -- Extra -- non record -- copies or other material that should not be integrated into CS record system.)	x	Note #2	x, or	x	File record copies of pertinent documents in official CS files. Place Form SHADOW FILE, Annex on left side inner cover of Shadow Files.

- Note #1 - As a general practice, files that reach one inch in thickness should periodically be cut-off (i.e. make a new folder) to facilitate disposition.
- Note #2 - Retain these holdings for only such time as there is an actual demonstrable need present or foreseeable future; do not retain on basis of indefinite possible future need.
- Note #3 - Normally, Auxiliary Paper Holdings are destroyed instead of retired. However, when valid reason exists, such holdings may be retired with automatic review for destruction at end of one year.

PART II - SUPPORT FILES (continued)

*Are't these covered by item 7*